

Prenotification Email Blast Template

From: Occupational Employment and Wage Statistics Program <oews.report@bls.gov>

Reply to: [state_email]

To: [resp_email]

Subject: Contact information confirmation for OEWS, IDCF# [sched_num]

Dear Employer,

Next month, you will receive a request from [state_agency] to provide occupational and wage data for the Occupational Employment and Wage Statistics (OEWS) program, which is the primary source of occupational employment and wage statistics in the nation. The purpose of this email is to verify your company name and identify a contact person who can provide the requested information when we contact you again.

1. **Verify the company name.** Is this email addressed to the correct company? If the company name is correct, continue to step 2. If it is not correct, reply to this email and notify us.

Report for: [rpt_unit_descr]

IDCF # [sched_num]

[estab_name]

Estimated employment: [bmk_emp]

[addr_line1]

Reference date: [refer_date]

[addr_line2]

[city] [state_abbrev] [zip_code]

2. **Submit the contact information.** Please assist us by updating the contact information of the person who should receive the OEWS data request (if needed). You can provide the contact information using any of the following options.

Online: Go to <https://idcfoews.bls.gov>, log in using your unique IDCF number, and fill out the contact information fields.

Email: Reply to this email with the following information.

- Contact person's name
- Contact person's job title
- Contact person's email address (if different)
- Company name
- Mailing address
- Phone number
- Contact preference: email or postal mail

Phone: Call us at [state_phone].

Please respond within one week. Your prompt response to this email saves taxpayer dollars by eliminating the need for a paper follow-up mailing.

Thank you! We know you are busy and appreciate your time.

If you respond electronically, we may email you about the Occupational Employment and Wage Statistics Program in the future. By law, all information you provide to us is kept strictly confidential.

As a participant in a Bureau of Labor Statistics (BLS) statistical survey, you should be aware that use of electronic transmittal methods in reporting data to the BLS involves certain inherent risks to the confidentiality of those data. Further, you should be aware that responsible electronic transmittal practices employed by the BLS cannot completely eliminate those risks. The BLS is committed to the responsible treatment of confidential information and takes rigorous security measures to protect confidential information in its possession. Form Approved, O.M.B. No. 1220-0042.